

# **Texas Commission On Environmental Quality**

## **AGENDA ITEM REQUEST**

**AGENDA REQUESTED:** April 16, 2008  
**DATE OF REQUEST:** February 19, 2008  
**NAME & NUMBER OF PERSON TO CONTACT REGARDING CHANGES TO THIS REQUEST, IF NEEDED:** Barbara Mayer at 239-4739

**CAPTION:** Docket No. 2008-0297 MIS. Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts by certain state agencies. [David Timberger]

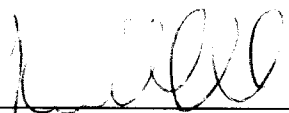
**Chief Clerk must send Notice of Application/Hearing:**

**Type of Matter:**

**County:**

**Uncontested:**

**Contested:**

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**Kevin McCalla, Director**  
**General Law Division**

# Texas Commission On Environmental Quality


## INTEROFFICE MEMORANDUM

**To:** Commissioners  
Glenn W. Shankle, Executive Director

Date: March 10, 2008

**From:** David Timberger, Personnel Attorney   
General Law Division

Kevin McCalla, Director   
General Law Division

Stephanie Bergeron Perdue, Deputy Director   
Office of Legal Services

**Caption:** **Docket No. 2008-0297 MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 of the Government Code provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90<sup>th</sup> day after the date the gift is accepted. Chapter 575 of the Government Code further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." The Executive Director's approval memorandum is attached as Exhibit "D."

### Attachments

Exhibit "A" - Chapter 575 of the Government Code

Exhibit "B" - List of Gifts and Donations

Exhibit "C" - Declaration of Third Party Reimbursement Forms for supporting documentation

Exhibit "D" - Executive Director's approval memorandum

# **Exhibit A**

## **CHAPTER 575. ACCEPTANCE OF GIFT BY STATE AGENCY**

### **§ 575.001. Definitions**

In this chapter:

(1) "Gift" means a donation of money or property.

(2) "State agency" means a board, commission, council, committee, department, office, agency, or other governmental entity in the executive or judicial branch of state government. The term does not include an institution of higher education as defined by Section 61.003, Education Code.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.002. Gifts of \$500 or More**

This chapter applies only to a gift that has a value of \$500 or more.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.003. Acceptance of Gift by State Agency Governing Board**

A state agency that has a governing board may accept a gift only if the agency has the authority to accept the gift and a majority of the board, in an open meeting, acknowledges the acceptance of the gift not later than the 90th day after the date the gift is accepted.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 143, § 1, eff. Sept. 1, 1999.

### **§ 575.004. Record of Gift**

A state agency that accepts a gift must record the name of the donor, a description of the gift, and a statement of the purpose of the gift in:

(1) the minutes of the governing board of the agency; or

(2) appropriate agency records, if the agency does not have a governing board.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.005. Acceptance of Gift From Party to Contested Case Prohibited**

A state agency may not accept a gift from a person who is a party to a contested case before the agency until the 30th day after the date the decision in the case becomes final under Section 2001.144. In this section, "contested case" has the meaning assigned by Section 2001.003.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

# **Exhibit B**

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
DECLARATION OF THIRD PARTY REIMBURSEMENT  
OVER \$500.00

Dec 2007 thru Mar 2008

REIMBURSING ORGANIZATION NAME	TRAVELERS	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	DATE RECEIVED	REIMBURSED	REIMBURSED TOTAL
US Army Environmental Command	Patterson, Jeffrey E.	08/14-08/17/07	Hanover, NH	Attend Workshop on Multi-Increment Sampling	03/03/08	Rental Car: \$142.42 Air: \$697.10 Meals: \$163.00 Lodging: \$267.24 Parking: \$24.00 Fuel: \$50.63	\$1,344.39
ECOS (Environmental Council of States)	Ikard, Cynthia	01/16-01/18/08	Washington, D.C.	To participate in ICIS- NPDES Alternative Analysis meeting with EPA & other states	02/12/08	Transportation: \$42.00 Air: \$632.98 Meals: \$160.00 Lodging: \$460.30 Parking: \$18.00 Mileage: \$21.34	\$1,334.62
Interstate Technology & Regulatory Council	Beyer, Gary E.	07/22-07/26/07	Chicago, IL	ITRC Mid-Year Meeting	03/05/08	Transportation: \$102.00 Air: \$357.79 Meals: \$117.75 Lodging: \$423.00 Mileage: \$10.50 Misc: \$65.13	\$1,076.17

Interstate Technology & Regulatory Council	Stone, Charles D.	08/27-08/29/07	Chicago, IL	Attend ITRC LNAPL Team meeting	03/05/08	Transportation:	\$4.00	\$1,042.22
						Air:	\$506.80	
						Meals:	\$152.00	
						Lodging:	\$325.42	
						Parking:	\$54.00	
Nueces River Authority	Geeslin, Dakus	02/18-02/21/08	Corpus Christi, Tx	Sampling Copano Bay Bacterial TMDL	03/04/08	Rental Car:	\$150.00	\$726.20
						Meals:	\$112.80	
						Lodging:	\$286.35	
						Gas:	\$158.50	
						Tips:	\$18.55	
						TOTALS:	\$5,523.60	\$5,523.60

# **Exhibit C**



03/10/2008 12:12 FAX 512 239 1232

TCEQ GLD

003/003

03/10/2008 09:19 FAX 512 239 1232

TCEQ GLD

003/003

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: Sharon Steinfeldt MC215.

- (1) Employee's Name: Jeffrey E Patterson  
 (2) Dates of Travel: 8/14-17/2007  
 (3) Destination: Marover, NH  
 (4) Purpose: Attend workshop on Multi-Increment Sampling  
 (5) Reimbursing Organization: Defense Finance and Accounting Service  
US Army Environmental Command  
 (6) Itemized Expenses:

Description	Total	Additional Comments
Fares:	\$	
Public Transportation	\$	
Rental Car	\$ 142.42	
Air	\$ 697.10	
Meals <del>and</del>	\$ 163.00	
Lodging	\$ <del>246</del> 267.24	MAR 3 2008
Parking	\$ 24.00	
Other: Fuel	50.63	
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$	
Grand Total	\$ 1344.39	

## Approval Signatures:

(7) Jeffrey E Patterson  
 Employee Signature/Date

(8) [Signature] 5/26/2008  
 Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: MC215.

(1) Employee's Name: Cynthia Ikard  
(2) Dates of Travel: Jan. 16-18, 2008  
(3) Destination: Washington, D.C.  
(4) Purpose: To participate in ICIS-NPDES Alternative Analysis meeting with EPA & other states.  
(5) Reimbursing Organization: ECOS (Environmental Council of States)

**(6) Itemized Expenses:**

Description	Total	Additional Comments
Fares:	\$	
Public Transportation	\$ 42.00	
Rental Car	\$	
Air	\$ 632.98	
Meals	\$ 160.00	
Lodging	\$ 460.30	
Parking	\$ 18.00	
Other:		
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$ 21.34	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$	
Grand Total	\$ 1334.62 ✓	

**Approval Signatures:**

(7) Cynthia Ikard 2/12/08  
Employee Signature/Date

(8) [Signature] 2/13/08  
Supervisor Signature/Date

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: Sharon Steinfeldt MC215.

(1) Employee's Name: Gary E. Beyer  
 (2) Dates of Travel: 7/22/2007-7/26/2007  
 (3) Destination: Chicago, Ill  
 (4) Purpose: ITRC Mid-Year Meeting  
 (5) Reimbursing Organization: ITRC

## (6) Itemized Expenses:

Description	Total	Additional Comments
Fares:	\$	
Public Transportation:	\$ 102	
Rental Car:	\$	
Air:	\$ 357.79	
Meals:	\$ 117.75	
Lodging:	\$ 423	
Parking:	\$	
Other:		
Business Telephone Calls:	\$	
Personal Vehicle Mileage:	\$ 10.5	
Seminar Registration/Fees:	\$	
Misc. (Describe under comments):	\$ 65.13	Hotel Taxes <u>GB</u>
Grand Total:	\$ 1076.17	

## Approval Signatures:

(1) [Signature] March 1, 2008  
 Employee Signature/Date

(2) [Signature] 3/5/08  
 Supervisor Signature/Date

The employee and supervisor signatures certify that the information provided is true and correct and the amount shown on the form is correct.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: Sharon Steinfeldt MC215.

(1) Employee's Name: Charles D. Stone, P.G., P.E.  
(2) Dates of Travel: August 27 - August 29, 2007  
(3) Destination: Chicago, IL  
(4) Purpose: Attend ITRC LNAPL Team meeting  
(5) Reimbursing Organization: Interstate Technology & Regulatory Council

### (6) Itemized Expenses:

Description	Total	Additional Comments
<b>Fares:</b>	\$	
Public Transportation	\$ 4.00	
Rental Car	\$	
Air	\$ 506.80	
<b>Meals</b>	\$ 152.00	
<b>Lodging</b>	\$ 325.42	
<b>Parking</b>	\$ 54.00	
<b>Other:</b>		
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$	
<b>Grand Total</b>	\$ 1,042.22	

### Approval Signatures:

(7) Charles D. Stone 3/5/08  
Employee Signature/Date  
(8) Pat Fontenot 3/5/08  
Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: Sharon Steinfeldt MC215.

(1) Employee's Name: Dakus Gueslin  
(2) Dates of Travel: 2/18 - 21/08  
(3) Destination: Copius Christ.  
(4) Purpose: Sampling Copano Bay for Bacterial TMDL  
(5) Reimbursing Organization: Norcross River Authority

### (6) Itemized Expenses:

Description	Total	Additional Comments
Fares:	\$	
Public Transportation	\$	
Rental Car	\$ <u>150.00</u>	
Air	\$	
Meals	\$ <u>112.80</u>	
Lodging	\$ <u>286.35</u>	
Parking	\$	
Other:		
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$ <u>158.50</u>	<u>Gas</u>
	\$ <u>18.55</u>	<u>Tips</u>
Grand Total	\$ <u>726.20</u>	

Approval Signatures:

(7) Dakus Gueslin

Employee Signature/Date

(8) John Daryat / 3/4/08

Supervisor Signature/Date

RECEIVED

MAR 4 2008

TCEQ/Revenue Section

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the total amount received from the reimbursing source.


# **Exhibit D**


# Texas Commission On Environmental Quality


## INTEROFFICE MEMORANDUM

**To:** Glenn W. Shankle, Executive Director

**Date:** March 10, 2008

**From:** David Timberger, Personnel Attorney   
General Law Division

Kevin McCalla, Director   
General Law Division

Stephanie Bergeron Perdue, Deputy Director   
Office of Legal Services

**Caption:** **Docket No. 2008-0297-MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

Chapter 575 of the Government Code gives some specific direction to state agencies regarding the acceptance of gifts and donations. Chapter 575 provides that the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500 or more in an open meeting no later than the 90<sup>th</sup> day after the date the gift is accepted. Chapter 575 further states the name of the donor, a description of the gift or donation, and a statement of the purpose of the gift or donation must be recorded in the minutes. Chapter 575 of the Government Code is attached as Exhibit "A."

Before the Commission can acknowledge the acceptance of gifts and donations with a value of \$500 or more listed in Exhibit "B", the gifts must be accepted by the agency.

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." Your signature below is needed to "accept" the aforementioned and referenced exhibits. We recommend you sign this form and accept the gifts.

I acknowledge and accept the gifts listed in Exhibit "B", on behalf of the Texas Commission on Environmental Quality.

  
\_\_\_\_\_  
Glenn Shankle, Executive Director


Date: 3-20-08


# Texas Commission On Environmental Quality


## INTEROFFICE MEMORANDUM

**To:** Glenn W. Shankle, Executive Director

**Date:** March 10, 2008

**From:** David Timberger, Personnel Attorney   
General Law Division

Kevin McCalla, Director   
General Law Division

Stephanie Bergeron Perdue, Deputy Director   
Office of Legal Services

**Caption:** **Docket No. 2008-0297-MIS.** Consideration of gifts and donations of \$500.00 or more in value given to the TCEQ, submitted for approval in accordance with Chapter 575 of the Government Code, concerning acceptance of gifts and donations by certain agencies.

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Before the Commission can acknowledge the acceptance of gifts and donations with a value of \$500 or more listed in Exhibit "B", the gifts must be accepted by the agency.

A list of gifts and donations is attached as Exhibit "B." A Declaration of Third Party Reimbursement form is submitted for each gift or donation listed in Exhibit "B." The Declaration of Third Party Reimbursement forms are attached as Exhibit "C." Your signature below is needed to "accept" the aforementioned and referenced exhibits. We recommend you sign this form and accept the gifts.

I acknowledge and accept the gifts listed in Exhibit "B", on behalf of the Texas Commission on Environmental Quality.

  
\_\_\_\_\_  
Glenn Shankle, Executive Director

Date: 3-20-08



# **Exhibit A**

## **CHAPTER 575. ACCEPTANCE OF GIFT BY STATE AGENCY**

### **§ 575.001. Definitions**

In this chapter:

(1) "Gift" means a donation of money or property.

(2) "State agency" means a board, commission, council, committee, department, office, agency, or other governmental entity in the executive or judicial branch of state government. The term does not include an institution of higher education as defined by Section 61.003, Education Code.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

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This chapter applies only to a gift that has a value of \$500 or more.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.003. Acceptance of Gift by State Agency Governing Board**

A state agency that has a governing board may accept a gift only if the agency has the authority to accept the gift and a majority of the board, in an open meeting, acknowledges the acceptance of the gift not later than the 90th day after the date the gift is accepted.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 143, § 1, eff. Sept. 1, 1999.

### **§ 575.004. Record of Gift**

A state agency that accepts a gift must record the name of the donor, a description of the gift, and a statement of the purpose of the gift in:

(1) the minutes of the governing board of the agency; or

(2) appropriate agency records, if the agency does not have a governing board.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

### **§ 575.005. Acceptance of Gift From Party to Contested Case Prohibited**

A state agency may not accept a gift from a person who is a party to a contested case before the agency until the 30th day after the date the decision in the case becomes final under Section 2001.144. In this section, "contested case" has the meaning assigned by Section 2001.003.

Added by Acts 1997, 75th Leg., ch. 336, § 1, eff. Sept. 1, 1997.

# **Exhibit B**

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
DECLARATION OF THIRD PARTY REIMBURSEMENT  
OVER \$500.00

Dec 2007 thru Mar 2008

REIMBURSING ORGANIZATION NAME	TRAVELERS	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	DATE RECEIVED	REIMBURSED	REIMBURSED TOTAL
US Army Environmental Command	Patterson, Jeffrey E.	08/14-08/17/07	Hanover, NH	Attend Workshop on Multi-Increment Sampling	03/03/08		\$1,344.39
						Rental Car:	
						Air:	
						Meals:	
						Lodging:	
ECOS (Environmental Council of States)	Ikard, Cynthia	01/16-01/18/08	Washington, D.C.	To participate in ICIS- NPDES Alternative Analysis meeting with EPA & other states	02/12/08	Parking:	
						Fuel:	
Interstate Technology & Regulatory Council	Beyer, Gary E.	07/22-07/26/07	Chicago, IL	ITRC Mid-Year Meeting	03/05/08		\$1,076.17
						Transportation:	
						Air:	
						Meals:	
						Lodging:	
						Mileage:	
						Mileage:	

Interstate Technology & Regulatory Council	Stone, Charles D.	08/27-08/29/07	Chicago, IL	Attend ITRC LNAPL Team meeting	03/05/08	Transportation: \$4.00 Air: \$506.80 Meals: \$152.00 Lodging: \$325.42 Parking: \$54.00	\$1,042.22
Nueces River Authority	Geeslin, Dakus	02/18-02/21/08	Corpus Christi, Tx	Sampling Copano Bay Bacterial TMDL	03/04/08	Rental Car: \$150.00 Meals: \$112.80 Lodging: \$286.35 Gas: \$158.50 Tips: \$18.55	\$726.20
				TOTALS:			\$5,523.60

# **Exhibit C**

03/10/2008 12:12 FAX 512 239 1232

TCEQ GLD

003/003

03/10/2008 09:19 FAX 512 239 1232

TCEQ GLD

003/003

**DECLARATION OF THIRD-PARTY REIMBURSEMENT**

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: Sharon Steinfeldt MC215.

- (1) Employee's Name: Jeffrey E Patterson  
 (2) Dates of Travel: 8/14-17/2007  
 (3) Destination: Hamover, NH  
 (4) Purpose: Attend workshop on Multi-Micromerit Sampling  
 (5) Reimbursing Organization: Defense Finance and Accounting Service  
US Army Environmental Command  
 (6) Itemized Expenses:

Description	Total	Additional Comments
Fares:	\$	
Public Transportation	\$	
Rental Car	\$ 142.42	
Air	\$ 697.10	
Meals <del>and</del>	\$ 163.00	
Lodging	\$ <del>246</del> 267.24	MAR 3 2008
Parking	\$ 24.00	
Other: Fuel	50.63	
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$	
Grand Total	\$ 1344.39	

**Approval Signatures:**

(7) Jeffrey E Patterson  
 Employee Signature/Date

(8) [Signature] 5/26/11/2007  
 Supervisor Signature/Date

The employee(supervisor) signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: MC215.

(1) Employee's Name: Cynthia Ikard  
(2) Dates of Travel: Jan. 16-18, 2008  
(3) Destination: Washington, D.C.  
(4) Purpose: To participate in ICIS-NPDES Alternative Analysis meeting with EPA & other states.  
(5) Reimbursing Organization: ECOS (Environmental Council of States)

**(6) Itemized Expenses:**

Description	Total	Additional Comments
Fares:	\$	
Public Transportation	\$ 42.00	
Rental Car	\$	
Air	\$ 632.98	
Meals	\$ 160.00	
Lodging	\$ 460.30	
Parking	\$ 18.00	
Other:		
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$ 21.34	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$	
Grand Total	\$ 1334.62 ✓	

**Approval Signatures:**

(7) Cynthia Ikard 2/12/08  
Employee Signature/Date

(8) [Signature] 2/13/08  
Supervisor Signature/Date



1232

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit. Attention: Sharon Steinfeldt MC215.

(1) Employee's Name: Gary E. Beyer  
 (2) Dates of Travel: 7/22/2007-7/26/2007  
 (3) Destination: Chicago, Ill  
 (4) Purpose: ITRC Mid-Year Meeting  
 (5) Reimbursing Organization: ITRC

## (6) Itemized Expenses:

Description	Total	Additional Comments
Fares:	\$	
Public Transportation:	\$ 102	
Rental Car:	\$	
Air:	\$ 357.79	
Meals:	\$ 117.75	
Lodging:	\$ 423	
Parking:	\$	
Other:		
Business Telephone Calls:	\$	
Personal Vehicle Mileage:	\$ 10.5	
Seminar Registration/Fees:	\$	
Misc. (Describe under comments):	\$ 65.13	Hotel Taxes <u>GB</u>
<b>Grand Total</b>	<b>\$ 1076.17</b>	

## Approval Signatures:

(1) [Signature] March 1, 2008  
 Employee Signature/Date

(2) [Signature] 3/5/08  
 Supervisor Signature/Date

The employee, supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the actual amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: Sharon Steinfeldt MC215.

(1) Employee's Name: Charles D. Stone, P.G., P.E.  
(2) Dates of Travel: August 27 - August 29, 2007  
(3) Destination: Chicago, IL  
(4) Purpose: Attend ITRC LNAPL Team meeting  
(5) Reimbursing Organization: Interstate Technology & Regulatory Council

### (6) Itemized Expenses:

Description	Total	Additional Comments
<b>Fares:</b>	\$	
Public Transportation	\$ 4.00	
Rental Car	\$	
Air	\$ 506.80	
<b>Meals</b>	\$ 152.00	
<b>Lodging</b>	\$ 325.42	
<b>Parking</b>	\$ 54.00	
<b>Other:</b>		
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$	
<b>Grand Total</b>	<b>\$ 1,042.22</b>	

### Approval Signatures:

(7) Charles D. Stone 3/5/08  
Employee Signature/Date

(8) Pat Fontenot 3/5/08  
Supervisor Signature/Date

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

## DECLARATION OF THIRD-PARTY REIMBURSEMENT

After the trip is taken, it is the employee's responsibility to file for reimbursement from the reimbursing organization. Upon receipt of payment from the Third-Party, this form is to be completed and one copy forwarded to the Travel Unit, Attention: Sharon Steinfeldt MC215.

(1) Employee's Name: Dakus Gueslin  
(2) Dates of Travel: 2/18 - 2/21/08  
(3) Destination: Copps Christ.  
(4) Purpose: Sampling Copano Bay for Bacteroid TMDL  
(5) Reimbursing Organization: Nueces River Authority

### (6) Itemized Expenses:

Description	Total	Additional Comments
Fares:	\$	
Public Transportation	\$	
Rental Car	\$ <u>150.00</u>	
Air	\$	
Meals	\$ <u>112.80</u>	
Lodging	\$ <u>286.35</u>	
Parking	\$	
Other:		
Business Telephone Calls	\$	
Personal Vehicle Mileage	\$	
Seminar Registration/Fees	\$	
Misc. (Describe under comments)	\$ <u>158.50</u>	<u>Gas</u>
	\$ <u>18.55</u>	<u>Tips</u>
Grand Total	\$ <u>726.20</u>	

Approval Signatures:

(7)

Dakus Gueslin  
Employee Signature/Date

(8)

Sharon Steinfeldt 3/4/08  
Supervisor Signature/Date

RECEIVED

MAR 4 2008

TCEQ/Revenue Section

The employee/supervisor signatures certify that the information provided is true and correct and the amount shown on the form is the (total) amount received from the reimbursing source.

# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



A RESOLUTION      Regarding acceptance of gifts and donations in accordance with Chapter 575 of the Government Code concerning acceptance of gifts and donations by certain state agencies;  
**2008-0297-MIS.**

WHEREAS, Chapter 575 of the Government Code provides that a majority of the Commission must acknowledge the acceptance of all gifts of money or property with a value of \$500.00 or more in an open meeting no later than the 90<sup>th</sup> day after the date the gift is accepted.

WHEREAS, a list of gifts and donations submitted for acknowledgment is attached as Exhibit "A." The gifts have been accepted by the Executive Director. The list includes a description and amount of each gift or donation with a value of \$500.00 or more, the donor's name, and a statement regarding the purpose of each gift or donation in accordance with Section 575.004 of Chapter 575.

NOW, THEREFORE BE IT RESOLVED BY THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY that the Commission acknowledges acceptance of the gifts and donations listed in Exhibit "A" in accordance with Chapter 575 of the Government Code.

Issued this the \_\_\_\_ day of \_\_\_\_\_, 2008

TEXAS COMMISSION ON  
ENVIRONMENTAL QUALITY

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Buddy Garcia, Chairman

# **Exhibit A**

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
DECLARATION OF THIRD PARTY REIMBURSEMENT**  
OVER \$500.00

**Dec 2007 thru Mar 2008**

REIMBURSING ORGANIZATION NAME	TRAVELERS	DATES OF TRAVEL	DESTINATION	PURPOSE OF TRIP	DATE RECEIVED	REIMBURSED	REIMBURSED TOTAL
US Army Environmental Command	Patterson, Jeffrey E.	08/14-08/17/07	Hanover, NH	Attend Workshop on Multi-Increment Sampling	03/03/08	Rental Car: \$142.42 Air: \$697.10 Meals: \$163.00 Lodging: \$267.24 Parking: \$24.00 Fuel: \$50.63	\$1,344.39
ECOS (Environmental Council of States)	Ikard, Cynthia	01/16-01/18/08	Washington, D.C.	To participate in ICIS- NPDES Alternative Analysis meeting with EPA & other states	02/12/08	Transportation: Air: \$42.00 Meals: \$632.98 Lodging: \$160.00 Parking: \$460.30 Misc: \$18.00 Mileage: \$21.34	\$1,334.62
Interstate Technology & Regulatory Council	Beyer, Gary E.	07/22-07/26/07	Chicago, IL	ITRC Mid-Year Meeting	03/05/08	Transportation: Air: \$102.00 Meals: \$357.79 Lodging: \$117.75 Mileage: \$423.00 Misc: \$10.50	\$1,076.17

Interstate Technology & Regulatory Council	Stone, Charles D.	08/27-08/29/07	Chicago, IL	Attend ITRC LNAPL Team meeting	03/05/08		
							\$1,042.22